

THE JOINT TRAVEL REGULATIONS (JTR)

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

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CHAPTER 6: EVACUATION TRAVEL

An evacuation is the authorized or directed departure from an area threatened by unusual or emergency circumstances in the continental United States (CONUS), in a non-foreign location outside the CONUS (OCONUS), or in a foreign location. The information in this chapter complements the Department of State (DoS) Standardized Regulations ([DSSR Chapter 600](#), “Payments During an Ordered/Authorized Departure,” and the Office of Personnel Management (OPM) Code of Federal Regulation (CFR), [Title 5 U.S. Code \(U.S.C.\), Subpart D](#), “Payments During Evacuation”. See Table 6-1 to determine which Agency’s evacuation policy applies in addition to the JTR.

Table 6-1. Identifying which Evacuation Policy to Follow			
Evacuee	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign
DoD Service Member’s Dependent	DoD	DoD	DoD coordinates with DoS
Non-DoD Service Member’s Dependent	DoD	DoD	DoD coordinates with DoS
DoD Civilian Employee	OPM	OPM	DoS
DoD Civilian Employee’s Dependent	OPM	OPM	DoS

0601 EVACUATION AUTHORITY

The authority to evacuate an area depends on whether it is in the CONUS, a non-foreign location OCONUS, or a foreign location. Tables 6-1 through 6-12 identify who can evacuate a location at Government expense and who may authorize an evacuation, designate a destination, receive payments for an evacuee, terminate evacuation status, and authorize return to the evacuated area. Further authority for the allowances is in Title 37 U.S.C. § 475a, Title 5 U.S.C. § 5725, and Department of Defense (DoD) Directive (DoDD) 3025.14, “Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad,” dated February 26, 2013.

060101. Authority to Order an Evacuation

A. **Eligibility.** A Service member’s dependent, a civilian employee, or a civilian employee’s dependent may leave a threatened area at their own expense. However, the Government authorizes evacuation allowances when one of the individuals or agencies identified in Table 6-2 or Table 6-3 orders or authorizes an evacuation.

B. **Cuba Evacuation.** The U.S. Naval Base at Guantanamo Bay, Cuba, is treated differently than other foreign locations during an evacuation because the DoS is not involved in the decision. While Guantanamo Bay is a foreign location and OCONUS allowances apply, the USD (P&R) has the authority to evacuate the U.S. Naval Base.

C. **Limited Evacuation.** A limited evacuation is a temporary relocation to the nearest available accommodations, which may be Government quarters. A limited evacuation is available from a CONUS location for a Service member’s dependent, a civilian employee, or a civilian employee’s dependent. The civilian employee and his or her dependent can also be authorized a limited evacuation from a non-foreign location OCONUS.

Table 6-2. Authority to Order an Evacuation from a Location in the CONUS or a Non-Foreign Location OCONUS	
Service or Agency	Location Being Evacuated
	CONUS/Non-Foreign Location OCONUS
DoD Components (Service member's Dependent, Civilian Employee, and Civilian Employee's Dependent)	Any of the officials listed below may order or authorize an evacuation within their area of authority: <ul style="list-style-type: none"> • Secretary of Defense (Sec Def) or his or her designee. • Secretary concerned. • Head of the Component or his or her designee. • Commander of the Installation or the Coast Guard District Commander. • Commander, head, chief, or supervisor of the organization or office.
National Guard Member's Dependent	State or Territory authority for the National Guard member serving on active duty or full-time National Guard duty under 32 U.S.C. § 502(f) .
U.S. Coast Guard, Only in Time of War	Secretary of Homeland Security or his or her designee.
U.S. Public Health	Secretary of Health and Human Services or his or her designee.
National Oceanic and Atmospheric Administration	Secretary of Commerce or his or her designee.

D. Foreign Locations. The DoS decides when the United States evacuates personnel from a foreign location. The DoD and DoS agree to share the responsibility in specific situations or locations, as specified in Table 6-3. If the DoS is not present in the affected area or cannot be contacted within a timely manner, then the Combatant Commander (CCDR), the senior commander in the country concerned, or the DoD Attaché is responsible for ordering or authorizing an evacuation.

Table 6-3. Authority to Evacuate from a Foreign Location	
Situation or Assignment	Authority
President declares a national emergency	Sec Def or his or her designee after consulting with the Secretary of State
Directed reinforcement of U.S. Armed Forces in a theatre	
Accommodation of force protection	
Antiterrorism considerations	
U.S. Country Team (DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel, and others as determined by the CCDR and Chief of Mission)	DoS
U.S. citizens in an area where the DoS is not present and cannot be reached in a timely manner, and time and communication systems do not permit the commander to receive authorization from the Sec Def or USD (P&R) without jeopardizing the evacuees	CCDR, the senior commander in the country concerned, or the DoD Attaché
U.S. Naval Base at Guantanamo Bay, Cuba	USD(P&R)

060102. Identifying Evacuees

A Service member is placed on a temporary duty (TDY) order or permanent change of station (PCS)

order rather than placed in an evacuation status when required to leave a permanent duty station (PDS). A civilian employee can be evacuated, placed on a TDY order, or reassigned to a new PDS. Table 6-4 identifies individuals who may be eligible to receive evacuation allowances when the designated Service or Agency specified in Table 6-2 or Table 6-3 orders or authorizes an evacuation.

Table 6-4. Who Can Be Evacuated at Government Expense			
Individuals	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign
Service Member	No	No	No
Service Member's Dependent	Yes	Yes	Yes
Dependent of Reserve Component (RC) Member on Active Duty or National Guard Member on Full-Time Duty under 32 U.S.C. § 502(f)	Yes	Yes	N/A
Civilian Employee	Yes	Yes	Yes
Civilian Employee's Dependent	Yes	Yes	Yes
Non-Command Sponsored Dependent	Not Applicable	Yes (transportation only)	Yes (transportation only)
Authorized Escort for a Dependent or Civilian Employee	Yes	Yes	Yes

060103. Choosing an Evacuation Destination

The anticipated duration of the evacuation is critical to determining whether a dependent travels to a safe haven or a designated place. A safe haven is a temporary location to which a dependent is sent. The safe haven and the evacuated area may be in the same city or country or may be in different cities or countries. If the conditions causing an evacuation are expected to improve and it is anticipated that the dependent will be able to return to the PDS, then the dependent is evacuated to a safe haven. A designated place is a location where a dependent will establish a permanent residence. If conditions are not expected to improve, then the dependent is evacuated to a designated place. The appropriate official determines whether an evacuee will go to a safe haven or a designated place.

A. Eligibility. The Government may provide evacuation allowances for a Service member's dependent, civilian employee, or a civilian employee's dependent when they evacuate to an authorized location selected by the authority in Table 6-2 or Table 6-3.

Table 6-5. Who Determines Authorized Destinations for a Service Member's Dependent			
Evacuation Destination	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign Location
Safe Haven	The authority who orders or authorizes the evacuation. See Table 6-2.	The authority who orders or authorizes the evacuation. See Table 6-2.	<ul style="list-style-type: none"> DoS with DoD coordination. USD (P&R) for U.S. Naval Station at Guantanamo Bay, Cuba.
Alternate Safe Haven	<ul style="list-style-type: none"> DoD Services obtain authorization from the Secretary concerned, to 	Obtain authority for an alternate location within a safe haven	<ul style="list-style-type: none"> DoD Services obtain DoS USS (Mgt) authorization through the Principal Deputy USD (P&R) as

Table 6-5. Who Determines Authorized Destinations for a Service Member's Dependent			
Evacuation Destination	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign Location
	include choosing a safe haven OCONUS or moving to another safe haven when circumstances warrant. <ul style="list-style-type: none"> Non-DoD Services obtain authorization through the Secretarial Process. Obtain authority for an alternate location within a safe haven through the Secretarial Process, to include evacuation from one safe haven to another when circumstances warrant. 	through the Secretarial Process.	part of the Secretarial Process for an alternate safe haven in a foreign OCONUS area. Non-DoD Services obtain DoS USS (Mgt) authorization, after which they obtain authorization through the Secretarial Process, including for travel and transportation from one safe haven to another. <ul style="list-style-type: none"> Secretary of State authority is not required for an alternate safe haven in CONUS or non-foreign area OCONUS. USD (P&R) authorizes or approves a safe haven in a non-foreign area OCONUS for DoD.
Designated Place	<ul style="list-style-type: none"> DoD Services obtain authorization from the Secretary concerned. Non-DoD Services obtain authorization or approval through the Secretarial Process, including for OCONUS. 	<ul style="list-style-type: none"> Principal Deputy USD (P&R) determines when a DoD dependent goes to a designated place. DoD Services obtain authorization or approval from the Secretary concerned or the Secretary's designated representative for a designated place OCONUS. Non-DoD Services, obtain authority through the Secretarial Process. 	

B. Additional Authority. Authorities for a civilian employee or a civilian employee's dependent are similar, but different than those for a Service member's dependent, as listed in Table 6-6.

Table 6-6. Who Determines Authorized Destinations for a Civilian Employee or a Civilian Employee's Dependent			
Evacuation Destination	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign Location
Safe Haven	The authority who orders or authorizes the evacuation. See Table 6-2.		DoS with DoD coordination. USD (P&R) for U.S. Naval Station at Guantanamo Bay, Cuba.
Alternate Safe Haven	Obtain authority through the Secretarial Process.		Secretary of State through the Secretarial Process, then the Principal Deputy USD (P&R). See DSSR 614.
Designated Place	<ul style="list-style-type: none"> Secretary concerned or the Secretary's designated representative. See pars. 6505-C and 6510-C. The JTR does not cover non-DoD civilian employees. 		

C. Evacuee Choice. When CONUS is listed as the safe haven, an evacuee must select the exact

location within the designated geographic area. If the United States is listed as the safe haven, a DoD evacuee must select the exact CONUS safe haven. A safe haven in a non-foreign location OCONUS must be authorized or approved by USD (P&R). If the United States is selected as the safe haven for a non-DoD Service, the evacuee must select an exact U.S. safe haven location.

D. Alternate Safe Haven. A Service member or civilian employee may request permission for a dependent to evacuate to an alternate safe haven through the process described in Table 6-7.

Table 6-7. Requests for Alternate Safe Havens			
Location of Safe Haven			
Within a Safe Haven	CONUS	Non-Foreign Location OCONUS	Foreign
<ul style="list-style-type: none"> All Services must obtain formal permission through the Secretarial Process for dependents to receive authorization or approval. The Secretary concerned must determine that circumstances warrant the move before a dependent can receive travel and safe haven allowances based on the alternate location. 	Principal Deputy USD (P&R) must authorize or approve each individual request for DoD evacuees to move from one safe haven to another for the travel expenses to be reimbursed while considering the following: <ul style="list-style-type: none"> Family support at the requested destination. Co-location with the Service member at an alternate work site. Similar factors to support that relocation is in the Government's best interest. 		
	DoS authorization is not required for an alternate safe haven, but the requests must go through the Secretarial Process.		<ul style="list-style-type: none"> The Service member's or civilian employee's command should request USS (Mgt) clearance through the Chief of Mission of the U.S. Embassy in the country where the Service member or civilian employee is assigned. See pars. 6015-B2 and 6565; and DSSR 614c. A DoD Service member or civilian employee must submit the request to the Principal Deputy USD (P&R) with the DoS authorization attached. The Principal Deputy USD (P&R) may authorize or approve the requests and associated travel and transportation allowances. A civilian employee's travel and transportation allowances are effective no earlier than the request date for an alternate foreign safe haven OCONUS. A non-DoD Service member must obtain authorization through the Secretarial Process.

060104. Evacuation Funding

Accounting classifications used for evacuation allowances for a dependent of a U.S. Army or U.S. Air Force Service member are listed in Table 6-8. Accounting information for other Services is available through the references in Table 6-9 and Table 6-10.

Table 6-8. U.S. Army and U.S. Air Force Accounting Codes during Evacuation	
U.S. Service	Accounting Code
Army	021 2020 20172017 202010D17 431398VHUR 21T0 5049589333 40580394 021001
Air Force	Replace the “*” in the accounting citations with the current fiscal year.
	USAF Active Duty Officer Dependent Travel: 57*3500 32* 5710.0D 525725
	USAF Active Duty Officer Dependent Per Diem: 57*3500 32* 5710.0K 525725
	USAF Active Duty Enlisted Dependent Travel: 57*3500 32* 5810.0D 525725
	USAF Active Duty Enlisted Dependent Per Diem: 57*3500 32* 5810.0K 525725
	For Air Force civilians and dependents, should refer to the local Financial Management office for instructions.

Table 6-9. U.S. Marine Corps Finance Resources during Evacuation	
References	Accounting Code Location
<ul style="list-style-type: none"> Marine Corps Order 4650.37A, “Defense Travel System” The Marine Corps Travel Instruction Manual 	HQMC Finance Policy

Table 6-10. Points of Contact for Finance Resources during Evacuation	
U.S. Navy	National Oceanic and Atmospheric Administration
Chief of Naval Operations (N130C) Building 12, Room 3R180 701 S. Courthouse Road Arlington, VA 22204-2472 Phone: (703) 604-5476/7/4 DSN 664 E-mail: NXAG_N130C@navy.mil	Director, CPC 8403 Colesville Road, Suite 500 ATTN: CPC1 Silver Spring, MD 20910-6333 FAX: (301) 713-4140 Phone: (301) 713-3444
U.S. Coast Guard	U.S. Public Health Service
U.S. Coast Guard Commandant (CG-832) STOP 7618 2703 Martin Luther King Jr Avenue, SE Washington, DC 20593-7618 Phone: (202) 372-3577 Email: HQS-DG-LST-CG-832@uscg.mil Refer to COMDTINST M7100.3E , for charge codes related to evacuation funds	Director, Division of Commissioned Corps Personnel and Readiness ATTN: Travel Coordinator Plaza Level, Suite 1001101 Wootton Parkway Rockville, MD 20852 FAX: (240) 453-6141 Phone: (240) 453-6059

060105. Funds Advance

An advance for evacuation travel and transportation allowances, including allowances while at a safe haven, may be paid as soon as an order is issued for the Service member’s dependent, civilian employee, civilian employee’s dependent, or an escort to travel from the evacuation area.

A. Safe Haven Allowance. A safe haven-allowance advance is limited to an estimated 30 days at the authorized safe haven or designated place.

B. Dislocation Allowance (DLA). A DLA advance may be paid to a Service member’s designated

dependent before the dependent travels to a designated place. See par. 5452 for DLA rates.

C. Civilian POV. Civilian employees may be paid an advance of funds for transportation and emergency storage of a POV, limited to the estimated expense amount that the AO authorizes for that specific purpose.

060106. Receiving Payments for Evacuation Travel

Only specific individuals can receive payments for evacuation allowances on behalf of eligible evacuees. See Table 6-11 to determine who the Government may pay. Typically, the spouse is the person who receives the evacuation allowance payment; however, other people identified in Table 6-11 may receive the payments when the spouse is separated from other evacuees.

Table 6-11. Who Is Eligible to Receive Payments on Behalf of an Evacuee			
Individuals	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign
Service Member's Spouse	Yes	Yes	Yes
Service Member's Dependent 18 Years of Age or Older	Yes	Yes	Yes
A Service Member Who Serves as a Natural Guardian for a Dependent Younger than 18 Years of Age	Yes	Yes	Yes
Service Member's Dependent who Turned 21 after Evacuation is Ordered or Authorized	Yes	Yes	Yes
Non-Command Sponsored Dependent	N/A	No*	No*
DoD Civilian Employee	Yes	Yes	Yes
DoD Civilian Employee's Dependent	Yes (age 16 and older)	Yes (age 18 and older)	Yes (age 18 and older)
DoD Civilian Employee's Designated Representative	Yes (age 16 and older)	Yes (age 18 and older)	Yes (age 18 and older)

* Evacuees must be command-sponsored to receive evacuation allowances.

060107. Who Can Terminate Evacuation Allowances

Table 6-12 specifies who can terminate an evacuation status for a Service member's dependent, a civilian employee, the civilian employee's dependent, and a non-DoD Service member's dependent.

Table 6-12. Who Terminates Evacuation Status and Authorizes Return			
Evacuee	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign
DoD Service Member's Dependent	<ul style="list-style-type: none">● Secretarial Process.● A limited evacuation is terminated by the authority who ordered or authorized it.	USD(P&R)	
	Secretarial Process when the Service member's or dependent's situation warrants review on an individual basis.		
Non-DoD Service Member's Dependent	Secretarial Process		
Civilian Employee or Civilian Employee's Dependent	The authority who ordered the evacuation. See Table 6-2.		Secretary of State

A. Allowance Expiration. In addition to the authorities listed above terminating an evacuation, safe haven evacuation allowances terminate on the date a Service member detaches or permanently departs from the PDS from which the dependent's evacuation was ordered or authorized. However, the evacuation allowances may continue when the PDTATAC issues an Evacuation Allowance Determination to extend safe haven evacuation allowances or the Service member dies.

B. Time Limits. Safe haven evacuation allowances cannot extend beyond the earliest of the:

1. Established 180-consecutive day period, unless extended by the USD (P&R) for a DoD Service member's dependent or by the Secretarial Process for a non-DoD Service member's dependent.
2. Date on which a dependent departs a safe haven for the PDS or designated place, or converts the safe haven to a designated place;
3. Expiration date established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.
4. For civilian employees and their dependents, the above apply subject to the authority who ordered the evacuation as in Tables 6-2 and 6-12.

0602 ALLOWANCES FOR SERVICE MEMBERS' DEPENDENTS

Allowances vary depending on the location of the evacuation and whether a dependent is authorized to be there.

060201. Eligibility for Evacuation Allowances

A. Service Member's Dependent. A Service member's dependent may be eligible for evacuation allowances in accordance with [37 U.S.C. § 475a](#) and [DoD Directive 3025.14](#), "Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad," dated February 26, 2013. A dependent must meet one of the criteria in Table 6-13 to qualify for allowances at the location being evacuated, safe

haven, or designated place.

B. RC Member's Dependent.

1. A dependent of an RC member ([10 U.S.C. §§ 101, 10101](#)) on active duty or full-time National Guard duty under [32 U.S.C. § 502\(f\)](#) may be eligible for evacuation allowances if all of the following occur together:

a. No evacuation allowances are authorized for a dependent for any period in which the RC member was not on active duty or full-time National Guard duty.

b. The evacuation order is given when the RC member is on active duty.

c. The dependent actually evacuates from his or her residence or continues to reside at a safe haven.

d. The RC member's primary residence when called or ordered to active duty or full-time National Guard duty is in the vicinity of a PDS.

2. A dependent of a National Guard member who is released from active duty following deployment from a contingency operation and immediately, without a break in service, is called to full-time National Guard duty under [32 U.S.C. § 502\(f\)](#), remains eligible for continued evacuation allowances.

3. The dependent of an RC member ordered to active duty under an involuntary authority ([10 U.S.C. § 12302](#)) in support of a contingency operation and whose order is amended to retain the RC member on active duty under a voluntary authorization ([10 U.S.C. § 12301\(d\)](#)) remains eligible for continued evacuation allowances.

4. In addition to the eligibility in this paragraph, the criteria in Table 6-13 also apply.

Table 6-13. Eligibility Criteria for a Dependent to Receive Evacuation Allowances		
Location Being Evacuated		
CONUS	Non-Foreign Location OCONUS and U.S. Naval Station at Guantanamo Bay, Cuba	Foreign Location
<ul style="list-style-type: none"> • A dependent who resides at the Service member's PDS or in the PDS vicinity when the evacuation is ordered or authorized. • A dependent who is temporarily absent from the Service member's PDS in the CONUS or its vicinity. • A dependent traveling to the Service member's PDS in the CONUS or its vicinity to establish a permanent residence with the Service member. 	<ul style="list-style-type: none"> • A dependent who resides at the Service member's permanent duty station (PDS) or in the PDS vicinity when the evacuation is ordered or authorized. "In the PDS vicinity" means: <ul style="list-style-type: none"> • A dependent is residing in the foreign location or non-foreign location OCONUS within which the PDS is located. • A Service member resides with the dependent in an area OCONUS and commutes to the PDS from a place located in an adjacent country. • A dependent student who would have traveled to the evacuated PDS, but instead travels to a safe haven or designated place. A dependent temporarily absent from the PDS for any reason after having established residence at or in the vicinity of the PDS, including a dependent student attending an OCONUS dormitory school away from the Service member's PDS. • A dependent who is not command sponsored is authorized 	

	transportation only and is not authorized per diem while traveling or safe have allowances.
<ul style="list-style-type: none"> • A dependent full-time student who is younger than 23 years of age. • A dependent ordered or authorized to depart the vicinity where he or she lives, travel to an authorized safe haven or designated place and then ordered or authorized to depart that safe haven or designated place location. • A dependent who resides at the PDS of a Service member who died before the evacuation was ordered or authorized. If a Service member dies while a dependent is receiving evacuation allowances, then the dependent continues to receive the allowances as though the Service member had not died. • A dependent who turned 21 after being moved at Government expense to the PDS in the CONUS and the Service member is still serving at that PDS. • A dependent who evacuated at Government expense to a safe haven or designated location and turned 21 while there, and the Service member is still serving at the PDS to which assigned at the time the dependent was evacuated. • A dependent who moved at Government expense to, or remained at, a former PDS or a PDS that is not the current PDS because the Service member is serving an unaccompanied tour of duty. A dependent who was evacuated from his or her residence at that location and turned 21 while at the safe haven or designated place remains a dependent for evacuation purposes and for purposes of return transportation to the location from which evacuated. 	

060202. Travel and Transportation Allowances

The evacuation order includes transportation instructions for departure. Allowances differ between a limited evacuation in the CONUS and a regular evacuation. Dependents at a PDS OCONUS who are not command sponsored are authorized transportation only.

Table 6-14. Transportation Allowances While Leaving a Location Being Evacuated
Transportation Allowances
CONUS/Non-Foreign Location OCONUS/Foreign
<ul style="list-style-type: none"> • A dependent directed to go to a safe haven, which instead <i>goes somewhere</i> that is not authorized or approved, is limited to reimbursement for the cost of transportation from the origin to the authorized safe haven location. • A dependent directed to go to a safe haven, which actually <i>arrives</i> at the safe haven and then leaves for personal reasons, receives no transportation to the personal location. • The same transportation allowances to and from a safe haven as those authorized for a PCS. Accompanied baggage is not authorized unless the carrier providing transportation allows excess accompanied baggage and the Transportation Officer in the affected area or the AO authorizes or approves it. The Transportation Officer and AO are not required to authorize or approve excess accompanied baggage if they believe it is unnecessary. • Transportation from the place notified of the evacuation to the safe haven, or designated location, whichever the official determines is appropriate for an eligible dependent traveling to the Service member's PDS when an evacuation is ordered or authorized. The following criteria must be met: <ul style="list-style-type: none"> • A dependent must remain where he or she receives notification of the evacuation to await a decision authorizing onward travel to the PDS, to another safe haven, or to a designated place when the dependent has: <ul style="list-style-type: none"> • Official authorization to travel to the PDS on personally procured transportation subject to Government reimbursement. • Dissolved his or her residence and moved to temporary accommodations pending the travel to the Service member's PDS. A dependent who has dissolved the residence is considered to be en route to the Service member's PDS. For example, a house is sold and a contract signed

Table 6-14. Transportation Allowances While Leaving a Location Being Evacuated	
Transportation Allowances	
CONUS/Non-Foreign Location OCONUS/Foreign	
<p>with a specified date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated.</p> <ul style="list-style-type: none"> • A dependent who has not received official authorization to travel to the Service member's PDS is not authorized transportation or reimbursement for transportation. 	
Transportation Allowances Specific to Location Being Evacuated	
CONUS	Non-Foreign OCONUS and Foreign Locations
<p>A dependent moved during a limited evacuation is authorized a round trip from the evacuated residence to the nearest available accommodations, which may be Government quarters.</p> <ul style="list-style-type: none"> • Reimbursement for using a POV is at the TDY mileage rate based on odometer readings. • Reimbursement is to the POV operator; passengers receive no transportation reimbursement. 	<p>A dependent must remain where he or she receives notification of the evacuation to await a decision authorizing onward travel to the PDS, to another safe haven, or to a designated place when the dependent has a port call to the Service member's PDS.</p> <ul style="list-style-type: none"> • The official issuing the port call must consult the Service headquarters to determine the appropriate action to take and provide timely notification to the dependent. • When a dependent does not have a port call, the Service member's AO determines the appropriate action to take and furnishes timely notification to the dependent. • A dependent who has not received a port call or official authorization to travel to the Service member's PDS is not authorized any transportation under this paragraph.

A. Per Diem while Traveling. A dependent evacuated from a location in the CONUS—a limited evacuation or regular evacuation— or a command-sponsored dependent evacuated from an OCONUS location is authorized the following per diem while traveling:

1. Per diem for travel to and from the safe haven location. This is paid using the computation method in par. 020301, "Daily Allowances," and adjusted based on the age of the dependent.

Table 6-15. Per Diem while Traveling to and from a Safe Haven	
Dependent's Age	Per Diem
12 Years or Older	The same per diem as a Service member on a TDY.
Under 12 Years	An amount limited to one half of what a Service member traveling on a TDY receives.

2. A dependent at a PDS OCONUS who is not command sponsored is not authorized per diem.

B. Dependent Temporarily Absent from PDS. A dependent, including a dependent student, temporarily absent from the PDS for any reason after having established residence at or in the vicinity of the PDS can receive allowances for only one departure from the location being evacuated during each evacuation. This includes a dependent student attending a dormitory school in a foreign location away from the Service member's PDS.

1. The dependent stays at the place where he or she is located when the evacuation is ordered or authorized and is considered to be at a safe haven until instructed otherwise. The appropriate authority determines whether the dependent will receive allowances to stay at the location, go to another location, or return to the PDS.

2. Safe haven allowances begin on the date the return travel to the PDS would have begun had the return not been prevented by the evacuation. The dependent or Service member furnishes this date as instructed by the Service or Agency. The date must not be earlier than the date the evacuation from the PDS actually began.

C. Dependent Student. The safe haven or designated place replaces the Service member's PDS as the destination authorized under par. 5151 when a dependent student is attending school in the United States, and the Service member is authorized transportation allowances for the dependent student to travel to the PDS but the PDS has been evacuated. Evacuation allowances begin on the date the dependent student would have joined the Service member OCONUS had it not been for the evacuation.

1. If the dependent student joins other dependents at the safe haven or designated place, the dependent student is authorized one round trip between the school and the safe haven or designated place. If the dependent student is the Service member's only dependent, and if the CONUS is named in the evacuation authorization or order as the safe haven, the dependent student is authorized transportation to and from the exact safe haven location within the CONUS that the dependent student or the Service member selects.

2. The dependent student receives evacuation allowances while at the safe haven as specified in Table 6-17. Transportation to a safe haven has no effect on the dependent student's travel between the school and the Service member's PDS OCONUS, as specified in Chapter 5.

3. Unless terminated sooner for other reasons, evacuation allowances continue until the dependent student departs the safe haven to return to school to resume classes there, starts attending classes at a school, or the date the student would have returned to the school under the provisions of par. 5151 from the Service member's PDS, whichever occurs first.

D. Transportation to Designated Place. A dependent at the safe haven who is directed to select a designated place and chooses a different location other than the current safe haven is authorized transportation from the safe haven to the designated place.

060203. Escort during Evacuation

A. Eligibility. The AO may authorize an escort for a dependent who cannot travel alone due to age, physical or mental incapacity, or other extraordinary circumstances.

B. Escort Allowances. An escort may be authorized round-trip transportation, one-way transportation, or transportation to the point from which the dependent must be escorted, as applicable. The following individuals may serve as an escort:

1. A Service Member. The escort is issued a TDY order and receives the standard travel and transportation allowances specified in Chapter 2.

2. A Civilian Employee. The escort is authorized the TDY allowances in regulations issued by the civilian employee's Agency or Department. A DoD civilian employee serving as an escort must have a TDY order that cites this paragraph as the authority for the travel and must follow the rules in Chapter 2

for transportation. The Agency directing the travel funds the escort's travel.

3. A Person Other Than a Service Member or Civilian Employee. The escort travels on an invitational travel authorization (ITA) and receives the same travel and transportation allowances as a civilian employee on a TDY.

060204. Pet Transportation and Quarantine –Evacuation from Foreign PDS

A. Eligibility. A Service member is authorized transportation and quarantine fees for up to two household pets (defined as a cat or dog) to and from a safe haven or designated place if he or she currently owns them at the evacuated foreign PDS.

B. Allowances. If the Service member transports the pets at personal expense, then reimbursement is limited to the constructed cost that the Government would have incurred if it had transported the pets. A Service member traveling on a separation or retirement order is not authorized reimbursement for pet transportation or quarantine fees. No authority exists to reimburse expenses associated with transporting a pet, including its quarantine, for an evacuation in the CONUS or a non-foreign location OCONUS.

060205. Allowances While at the Safe Haven

A. Eligibility. See Table 6-13 to determine eligibility for safe haven allowances. A dependent at a PDS OCONUS who is not command sponsored is not authorized safe haven allowances.

B. Allowances

1. Transportation

Table 6-16. Transportation Allowances for a Dependent during Evacuation		
Allowance	Safe Haven or Alternate Safe Haven	Designated Place
Local Travel	Yes	Only if the dependent has not taken delivery of a POV or did not drive a POV to the safe haven.
POV Shipment	No	Yes
Rental Vehicle	No	Only when a POV is scheduled for delivery and arrives late.

a. A local travel allowance of \$25 per day for each family, regardless of the number of dependents, is authorized when the dependent has not taken delivery of a POV transported to a designated place or did not drive a POV to the safe haven. No receipt is required for a local travel allowance. No local travel allowance is authorized on any day that reimbursement is received for a rental vehicle.

b. Shipment of a POV at Government expense to a safe haven is not authorized. When a Service member receives a PCS order while a dependent is at a safe haven, the authorization to transport a POV from the safe haven is in the Service member's PCS order.

c. A dependent directed to go to a safe haven, who instead goes somewhere that is not authorized or approved, is authorized the [Standard CONUS rate](#) at the percentage specified in Table 6-17.

2. Safe Haven Allowances. An evacuated dependent from the CONUS—a limited evacuation or regular evacuation—or a command-sponsored dependent OCONUS is authorized the following safe

haven allowances and miscellaneous expenses at the safe haven:

a. Safe haven allowances during the first 30 days while at the safe haven location. This is paid using the computation method in par. 020301, "Daily Allowances," and the safe haven locality per diem rate, combined with the age of the dependent. Safe haven evacuation allowances are initially authorized for 30 consecutive days. The 30-day clock begins on the day after the dependent's arrival at the safe haven (see par. 020301, "Daily Allowances," for the applicable computation rules).

(1) Each dependent receives the appropriate percentage of the meals and incidental expense (M&IE) rate of the locality per diem rate. The dependent receives the M&IE regardless of whether there is a lodging expense on a given day.

(2) The amount reimbursed for lodging is the actual lodging cost incurred by the dependent family, up to the maximum available to each dependent at that safe haven. Individual amounts are based on the lodging portion of the locality per diem rate and Table 6-17. A dependent receives this allowance for each day in an evacuation travel status.

(3) No lodging reimbursement is authorized if a dependent stays with a friend or relative while at a safe haven, whether or not any lodging payment is made to the friend or relative. If the dependent rents a house or apartment with a valid, written lease from a friend or relative who does not jointly occupy the rental, then the evacuated dependent is authorized lodging costs as specified in Chapter 2.

(4) If a Value-Added Tax relief certificate is used to avoid paying the lodging taxes in an area OCONUS, then the cost of the certificate is a miscellaneous reimbursable expense.

(5) If the dependent moves to a different location other than the current safe haven, then he or she receives the rate authorized in Table 6-17 for the first 30 days.

Effective 1 August 2017

(6) Tax paid on lodging while at a safe haven or designated place or traveling in CONUS or a non-foreign area OCONUS is a miscellaneous reimbursable expense.

Effective 1 August 2017

(7) Tax paid on lodging while at a safe haven or designated place or traveling in a foreign area OCONUS is not separately reimbursable. It is part of the lodging portion of per diem rate used to compute the safe haven allowances.

b. Reimbursement of the expenses incurred for the unexpired lease period up to 30 days if a dependent signs a lease for lodging at the safe haven and is then authorized to return to the PDS or to move to a designated place. A dependent should avoid signing a long-term lease or a lease without a military clause while at a safe haven. The amount reimbursed is limited to what the dependent would have received for the lodging portion of the safe haven evacuation allowance for the unexpired lease period.

c. Safe haven allowances are reduced after the initial 30 consecutive days, which may continue for up to an additional 150 consecutive days. The USD (P&R) can increase the safe haven allowances authorized in Table 6-17, after 30 days for a DoD Service member's dependent up to 100 percent of the locality per diem rate and the Secretary concerned can increase the per diem rates for a non-DoD Service member's dependent. The 180-day clock starts over at a new safe haven if the dependent is directed to a new safe haven. If the dependent requests to move from one safe haven to

another, then the 180-day clock continues from the previous safe haven.

(1) If the reduced safe haven evacuation allowance specified in Table 6-17 is insufficient to cover the lodging, meals, and incidental expenses for a specific individual at a safe haven, then the dependent or the individual receiving the safe haven evacuation allowances on behalf of the dependent may request an increased rate.

(2) Send requests for an increased rate through the paying finance or disbursing office to the PDTATAC, Chief.

(a) It must contain the actual daily costs incurred for lodging, meals, and incidental expenses, and the finance or disbursing officer should add any pertinent information and recommendations. The PDTATAC contact information for this request is on the front page of this regulation.

(b) If the request is granted, then PDTATAC issues an Evacuation Allowance Determination specifying the amount of a dependent's evacuation allowances at an authorized or approved safe haven. The Evacuation Allowance Determination, or the denial of the request, is sent directly to the dependent concerned, with a copy to the finance or disbursing office submitting the request. PDTATAC provides copies of all requests and approvals or disapprovals to the applicable Service representative.

Table 6-17. Safe Haven Allowances			
Duration at Safe Haven	12 Years of Age* and Older		Less Than 12 Years of Age
First 30 Days	A maximum of 100 percent of the locality per diem rate for the area.		A maximum of 50 percent of the locality per diem rate for the area.
31-180 Days	Up to 60 percent of the locality per diem rate for the area.		Up to 30 percent of the locality per diem rate for the area.
Computation Examples			
Example 1	Example 2	Example 3	Example 4

**The increase is effective on the 12th birthday.*

d. Government dining facility availability or use has no effect on the safe haven evacuation allowances for a dependent, even though the dependent uses or may use the dining facility without charge.

e. A dependent who arrives at the safe haven and then leaves for personal reasons receives no transportation to the personal location. He or she continues to receive safe haven allowances at the same rate as though the dependent had remained at the safe haven, provided that the dependent does not join the Service member to establish a residence or to occupy the old residence at the PDS.

f. A dependent temporarily absent from the Service member's PDS when an evacuation is ordered or authorized may receive safe haven evacuation allowances based on the locality per diem rate for the location where the dependent is delayed. The allowance begins at 0001 on the date the dependents would have begun return travel to the PDS. This date that the dependent would have begun return travel to the PDS must be confirmed from information secured from the Service member or dependents, but must be no earlier than the date the evacuation began.

g. A dependent traveling to the Service member's PDS when an evacuation is ordered or authorized may receive safe haven evacuation allowances based on the locality per diem rate for the

location where the dependent is delayed and using the computation method in par. 020301, “Daily Allowances.”

(1) The allowance begins at 0001 on the date the dependent receives official notification of port call withdrawal or suspension, or withdrawal of official authority to travel to the Service member’s PDS on personally procured transportation. The safe haven evacuation allowances continue until 2400 on the date the dependent receives notification to resume travel, or to begin travel to a different safe haven or a designated place.

(2) If travel is authorized directly to the Service member’s PDS, then no safe haven evacuation allowances for travel to the PDS are authorized.

(3) If the dependent moves to a different location other than the current safe haven, then he or she receives the rate authorized in Table 6-17 for the first 30 days.

h. An actual expense allowance (AEA) is not authorized for an evacuation.

060206. Standard Allowances While at Designated Place

A. Eligibility. See Table 6-13 to determine eligibility for safe haven allowances at the designated place. An eligible dependent directed to select a designated place may choose to convert the current safe haven to the designated place or select a different location. That is important in determining allowances at the designated place. A dependent at a PDS OCONUS who is not command sponsored is not authorized allowances at a designated place.

B. Allowances.

1. Transportation at the Designated Place. A local travel allowance of \$25 per day for each family, regardless of the number of dependents, is authorized when the dependent has not taken delivery of a POV transported to a designated place or did not drive a POV to the safe haven during an evacuation in the CONUS. No receipt is required for a local travel allowance. No local travel allowance is authorized on any day that reimbursement is received for a rental vehicle.

2. Per Diem at the Designated Place. A dependent is authorized the following evacuation and safe haven allowances at the designated place:

a. Once at a designated place, the dependent is authorized safe haven evacuation allowances as specified in Table 6-17 for a limited time to offset lodging and M&IE expenses while finding a house and establishing a permanent residence, limited to Table 6-18.

b. Safe haven evacuation allowances at the designated place begin on the dependent’s arrival date at the designated place, or on the date the safe haven is converted to the designated place. The direction to relocate to a designated place must specify the date when the dependent’s safe haven evacuation allowances stop. The termination date of safe haven evacuation allowances are specified in Table 6-18.

Table 6-18. Terminating Safe Haven Allowances at a Designated Place	
If...	Then...
the dependent chooses to convert the safe haven to the designated place and occupies a permanent residence there within 30 days,	safe haven allowances end at 2400 on the day the dependent occupies the permanent residence.
the dependent chooses to convert the safe haven to the designated place and does not occupy a permanent residence there within 30 days,	safe haven allowances end at 2400 hours on the 30th day after the dependent selects the designated place.
the dependent converts the safe haven to a designated place, and is receiving the reduced rate at a safe haven,	the reduced rate continues until 2400 hours on the day the dependent occupies a permanent residence or on the 30th day after the dependent selects the designated place. A Service member or the dependent may request a safe haven allowance rate at a higher percentage through the Secretarial Process on a case-by-case basis when justified by lodging and M&IE costs.
the dependent chooses a designated place other than the safe haven and is at the designated place for 30 days but does not occupy a permanent residence within 30 days,	safe haven allowances end at 2400 hours on the 30th day after arrival. A Service member or the dependent may request a safe haven allowance period longer than 30 days through the Secretarial Process on a case-by-case basis when warranted.
the dependent chooses a designated place other than the safe haven, occupies a permanent residence, and is there for 30 or fewer days,	safe haven allowances end at 2400 on the day the dependent occupies the permanent residence.
the dependent moves to a different location other than the current safe haven,	he or she receives the rate authorized in Table 6-17, until the dependent occupies a permanent residence or 2400 hours on the 30th day after arrival at the designated place.

3. POV Shipment to the Designated Place

a. When a dependent evacuated from OCONUS goes to a designated place, appropriate authority may authorize or approve the transportation of one POV to the designated place, including any ground transportation required. The Secretarial Process may determine POV transportation is prudent when a dependent evacuated from the CONUS cannot drive a POV to a designated place.

(1) The POV must be in a port or vehicle processing center awaiting transportation, at the PDS area, or en route to the PDS when the evacuation is declared.

(2) The POV must be owned by the Service member or the evacuated dependent.

(3) When a dependent selects a designated place OCONUS, any taxes resulting from the POV move are the Service member's or dependent's financial responsibility.

b. When an authorized POV does not arrive at the designated place by the scheduled delivery date, or is not made available to the dependent on or before the scheduled delivery date, then the Service or Agency must reimburse the Service member for the cost of a rental vehicle for the dependent's use. Reimbursement for a rental vehicle is limited to \$30 per day with a maximum reimbursement of \$210. The dependent may rent a vehicle as early as the day after the POV's scheduled delivery date and keep it for up to 7 days, or less if the POV is available for delivery sooner.

4. DLA is authorized when a command-sponsored dependent is evacuated to a designated place. DLA is also payable when return travel for a command sponsored dependent is authorized from the designated place to the Service member's PDS. The prohibition against more than one DLA payment in a fiscal year does not apply when DLA is paid because of an evacuation. No DLA is payable when a dependent is relocated to a safe haven. No DLA is payable on behalf of a non-command-sponsored dependent.

060207. Allowances when an Evacuation is Canceled

A. Eligibility. A Service member's dependent who was transported to a safe haven or designated location at Government expense may be eligible for allowances to return to the PDS.

B. Allowances

1. Transportation

- a. A dependent is authorized transportation as specified in Table 6-19.
- b. A dependent who turns 21 after evacuating to a safe haven is authorized the allowances in Table 6-19 if he or she was moved to the PDS OCONUS at Government expense and the Service member is still at that PDS. A dependent who was evacuated while residing at a location other than the Service member's current PDS because the Service member is on an unaccompanied tour of duty may also receive the allowances in Table 6-19 if he or she turns 21 after the evacuation.

2. Per Diem

a. Safe haven evacuation allowances stop on the day that transportation is first *made available* to a dependent. However, the appropriate authority identified in Table 6-12 may authorize an extension of evacuation allowances because of an unavoidable delay that is beyond the dependent's control.

b. Per diem while traveling from the safe haven to the appropriate destination in Table 6-19 is the same as for leaving the location being evacuated as specified in par. 060202.

Table 6-19. Transportation for a Dependent's Return		
Days Remaining on a Tour of Duty on the Dependent's Scheduled Arrival Date	Authorized Allowance by Location Being Evacuated	
	CONUS	Non-Foreign Location OCONUS/Foreign
60 or More	Service members' dependents receive transportation to return to the PDS or place from which evacuated.	Service members' dependents receive transportation from the safe haven or designated location to the Service member's PDS.
59 or Less	Service members' dependents receive transportation to return to the PDS or place	Service members' dependents receive no transportation unless the Secretarial Process specifically authorizes it. In which case, transportation is authorized only from the

Table 6-19. Transportation for a Dependent's Return		
Days Remaining on a Tour of Duty on the Dependent's Scheduled Arrival Date	Authorized Allowance by Location Being Evacuated	
	CONUS	Non-Foreign Location OCONUS/Foreign
	from which evacuated.	dependent's location at the time travel is authorized to the PDS, limited to what the cost would have been to travel from the safe haven or designated place, whichever applies, to the PDS.

3. POV Shipment from the Designated Place

a. When a dependent is at a designated place after being evacuated from an OCONUS location, and the Service member has not received a PCS order, and the dependent is authorized to return to the Service member's PDS, one POV may be authorized or approved for shipment if both of the following apply:

(1) A POV was transported to the designated place under the evacuation order.

(2) At least 12 months remain on the Service member's tour of duty after the date on which the POV is delivered to the port or vehicle processing center servicing the PDS, or the Secretarial Process authorizes or approves an exception to that 12-month requirement.

b. When a dependent is at a designated place and a POV has been transported to the designated place at Government expense, and the Service member receives a PCS order to a new PDS, the authorization to transport a POV from the designated place is under the Service member's PCS order.

c. When a dependent is at a designated place after being evacuated from a location in the CONUS, and the dependent is authorized to travel to the Service member's PDS, a POV may be transported to the PDS in the CONUS, including any overland transportation required, if the Secretarial Process authorized or approves the transportation based on the determination that circumstances make the POV move prudent.

060208. Preparing for Return Trip

A. Eligibility. A dependent who was transported to a safe haven or designated place at Government expense may be eligible for return transportation when an evacuation status is canceled.

B. Allowances

1. Transportation. A dependent who is authorized to travel from the safe haven location or designated place to obtain a passport or a medical screening as a requirement to returning to the Service member's PDS is authorized transportation for one round trip. Transportation is by one of the following:

a. Government-owned or Government-procured transportation.

b. Transportation in-kind.

c. Personally-procured commercial transportation. Reimbursement is the actual

transportation cost, limited to what it would have cost to provide Government-procured transportation.

d. POV reimbursed at the automobile TDY mileage rate for the official distance according to the Defense Table of Official Distance. When two or more dependents travel together by POV, only the POV operator is authorized the TDY mileage allowance.

2. Per Diem. No additional safe haven evacuation allowances, meals, or lodging associated with the round trip are authorized.

060209. Non-Command-Sponsored Dependent Returns to PDS

A. Eligibility. A dependent who is not command-sponsored and was transported to, diverted to, or required to remain at a safe haven in the CONUS or OCONUS because of an evacuation may be eligible for transportation to the Service member's PDS OCONUS.

B. Allowances. Only the USD(P&R) may authorize transportation for a DoD Service member's non-command-sponsored dependent. A non-DoD Service member's dependent may be authorized transportation through the Secretarial Process.

0603 HOUSEHOLD GOODS (HHG) SHIPMENT FOR A SERVICE MEMBER'S DEPENDENTS

A. Eligibility. A Service member's evacuated dependent is authorized HHG transportation or storage from a location in the CONUS, non-foreign location OCONUS, or foreign location. HHG can be shipped from:

1. The Service member's PDS to a safe haven, a designated place, non-temporary storage (NTS), or a new PDS.
2. One safe haven to another safe haven, a designated place, the old PDS, or a new PDS.
3. A designated place to the old PDS or to a new PDS.

B. Allowances

1. Baggage. Unaccompanied baggage is authorized when evacuated from a CONUS, non-foreign OCONUS, or foreign location. Table 6-20 provides the details for this allowance.

Table 6-20. Unaccompanied Baggage for an Evacuation		
Destination	12 Years of Age* and Older	Less Than 12 Years of Age
Safe Haven	<ul style="list-style-type: none"> • Up to 350 pounds for each dependent, up to 1,000 pounds per family. • The Transportation Officer in the area being evacuated may authorize or approve increases to the 1,000-pound limit by commercial air up to an additional 1,000 pounds, for a maximum of 2,000 pounds. 	<ul style="list-style-type: none"> • Up to 175 pounds for each dependent, up to 1,000 pounds per family. • The Transportation Officer in the area being evacuated may authorize or approve increases to the 1,000-pound limit by commercial air up to an additional 1,000 pounds, for a maximum of 2,000 pounds.

Designated Place or Old PDS	The unaccompanied baggage that was moved to the safe haven at Government expense.
New PDS	Listed in the PCS order.

**The increase is effective on the 12th birthday.*

2. Air Freight Allowance

a. An air freight allowance for the unaccompanied baggage may be authorized or approved when departing from and returning to the PDS OCONUS in accordance with Table 6-20.

b. If the air freight allowance is not used to transport unaccompanied baggage because of circumstances beyond the dependent's control, then the dependent may be authorized or approved an air freight-replacement allowance to purchase necessary items at the safe haven. The air freight-replacement allowance is in place of an air freight allowance for travel from the PDS. It is a set dollar amount and is intended to help offset costs of items ordinarily part of the authorized air freight shipment that must be purchased at the safe haven. When the air freight-replacement allowance is authorized for travel from the PDS, a dependent is still eligible for an air freight allowance upon return to the PDS.

(1) Amounts authorized for an air freight-replacement allowance are: one evacuated dependent, \$250; two evacuated dependents, \$450 total (not each dependent); three or more evacuated dependents, \$600 total.

(2) No receipts are required.

3. HHG Shipment

a. Table 6-21 contains the conditions and allowances for shipping HHG during or upon termination of an evacuation.

Table 6-21. HHG Shipment for an Evacuation	
If...	Then the Service member is authorized...
a Service member's dependent is evacuated,	HHG transportation, including unaccompanied baggage, up to 18,000 pounds, minus any weight of HHG already in storage at Government expense. <ul style="list-style-type: none"> Any tax consequences resulting from HHG transportation to a designated place OCONUS are the financial responsibility of the Service member and dependent. A Service member who personally procures the HHG transportation authorized is reimbursed in accordance with par. 5210-D. If a Service member has a PCS order, the reimbursement for personally procured HHG transportation is in accordance with par. 5210-D or 5210-E.
a Service member's dependent is evacuated,	no more than 18,000 pounds of NTS at Government expense.
a Service member's dependent is directed to move to a safe haven,	transportation of the following from the Service member's PDS or NTS to the safe haven: Unaccompanied baggage for the dependent. <ul style="list-style-type: none"> HHG items authorized or approved by the appropriate authority as needed for the dependent's comfort and well-being at the safe haven.
a Service member's dependent is authorized or directed to travel from one	transportation between safe havens of: <ul style="list-style-type: none"> Unaccompanied baggage. HHG other than unaccompanied baggage that was transported to the

Table 6-21. HHG Shipment for an Evacuation

If...	Then the Service member is authorized...
safe haven to another safe haven,	former safe haven at Government expense or acquired there for the evacuated dependent's comfort and well-being.
dependent is directed to move to a designated place, from a safe haven to a designated place, or converts a safe haven to a designated place,	to either place HHG in NTS or to transport the following HHG to the designated place, including short-distance transportation from one address to another in the same city, town, or metropolitan area: <ul style="list-style-type: none"> • Unaccompanied baggage. • HHG other than unaccompanied baggage that had been transported to the former safe haven at Government expense or acquired there for the dependent's comfort and well-being. • HHG at the Service member's PDS. • HHG in NTS.
a dependent is authorized to go from a safe haven to the PDS, and the Service member is <i>not</i> in receipt of a PCS order from the evacuated area,	to either place HHG in NTS for the remainder of the Service member's tour at the PDS or to transport the following HHG from the safe haven to the Service member's residence at the PDS or the PDS vicinity: <ul style="list-style-type: none"> • Unaccompanied baggage. • HHG, other than unaccompanied baggage, that had been transported to the safe haven at Government expense or acquired there for the dependent's comfort and well-being. • HHG acquired by the dependent that is authorized or approved by the Service concerned as necessary replacements of like items lost or destroyed at the PDS in connection with the circumstances that resulted in the evacuation. • No HHG to a PDS OCONUS if the Service member's tour of duty will last less than 12 months after the HHG scheduled arrival date. The Secretarial Process may authorize an exception to this 12-month requirement.
a dependent is at a safe haven and the Service member receives a PCS order from the evacuated area,	transportation of unaccompanied baggage and HHG that had been transported to the safe haven at Government expense or acquired there for the dependent's comfort and well-being, from the safe haven to the location authorized in the Service member's PCS order. <ul style="list-style-type: none"> • This transportation is under provisions and funding of the Service member's PCS order and part of the PCS HHG shipping allowance.
a dependent is at a designated place and the Service member receives a PCS order from the evacuated area,	transportation of HHG from the designated place to the location authorized in the Service member's PCS order. <ul style="list-style-type: none"> • Transportation of HHG in this case is under the provisions and funding of the Service member's PCS order, and is part of the PCS HHG shipping allowance.
a dependent is at a designated place once the evacuation is canceled and the Service member is <i>not</i> in receipt of a PCS order from the evacuated area,	transportation of HHG: <ul style="list-style-type: none"> • That was transported to the designated place. • Unaccompanied baggage that was transported to the designated place or authorized for purchase there for the dependent's comfort and well-being. • That was authorized or approved by the Service concerned as replacements of like items lost or destroyed at the PDS OCONUS in connection with the evacuation. • From the designated place or NTS to the Service member's residence in the PDS OCONUS vicinity, if appropriate, or the Service member may choose to place them in NTS for the remainder of the Service

Table 6-21. HHG Shipment for an Evacuation	
If...	Then the Service member is authorized...
	<p>member's tour OCONUS. However, HHG may be transported to the PDS OCONUS only if the Service member's tour of duty is 12 months or more after the HHG scheduled arrival date. The Secretarial Process may authorize an exception to this 12-month requirement.</p> <ul style="list-style-type: none"> • To NTS for the remainder of the Service member's tour OCONUS if the HHG cannot be transported to the PDS OCONUS because the Service member has fewer than 12 months remaining at that location.

b. Table 6-22 contains the requirements and allowances for diverting HHG on its way to a PDS when an evacuation is ordered at the PDS. If the Government is shipping HHG to a PDS where an evacuation is ordered, or if the HHG was turned over to a Government agent for transport, then the Government must make every effort to stop or divert the shipment. If the Service member personally arranged for the HHG transportation to that PDS, then he or she is responsible for stopping or redirecting the HHG shipment.

Table 6-22. Diverting HHG Shipment during an Evacuation	
If...	Then the Service member is authorized...
the HHG is en route to the PDS when an evacuation is ordered for the PDS and HHG is diverted,	<p>to ship all of the HHG to the designated place <i>or</i> part of the HHG to either the safe haven or designated place and part to NTS for the following:</p> <ul style="list-style-type: none"> • Unaccompanied baggage and HHG that the appropriate authority authorized or approved as needed for the dependent's comfort and well-being. • To retain part of the HHG at the old PDS as necessary for the dependent's comfort and well-being when the dependent is required to remain there because the new PDS is evacuated. • To put the remainder of the HHG in NTS or send it to the PDS for the Service member's use if the appropriate authority authorizes or approves the movement.
the Government ships the HHG or it is turned over to a Government agent for transport and must be diverted,	payment for the Government to sort and repack HHG so it can be divided for transport to the appropriate location at Government expense.
the Service member personally arranges for HHG transportation,	to add the cost of sorting, repacking, and shipping additional authorized HHG to a safe haven, designated place, the old PDS, or NTS to the Government's costs when using the cost comparison required in pars. 5210-D or 5210-E.
efforts to stop the HHG fail and it arrives at the PDS after the evacuation is ordered or authorized,	transportation as specified in this chart to the safe haven or designated place, as appropriate, as though the HHG were at the PDS when the evacuation was ordered.

0604 STANDARD ALLOWANCES FOR CIVILIAN EMPLOYEES AND THEIR DEPENDENTS

Refer to DSSR, Chapter 600 for the evacuation allowances that apply to civilian employees and their dependents during an evacuation from a foreign location. Refer to 5 CFR §§ 550.401 through 550.409

for the evacuation allowances that apply to civilian employees and their dependents during an evacuation from a non-foreign location OCONUS or inside CONUS. Although DoD has adopted the DSSR and the CFR, some portions of these regulations have been modified to apply specifically to DoD. The DoD modifications to specific policy are contained in this section. When the DSSR and the CFR refer to “Agency head,” the applicable authority for a DoD civilian employee or the civilian employee’s dependent is through the Secretarial Process, the Secretary of the Service concerned, the Secretary’s designated representative, or the head of a DoD Component.

060401. Travel and Transportation Expenses

The en route travel and transportation expenses for a civilian employee or the civilian employee’s dependent who is ordered or authorized to depart the PDS for a safe haven are as specified in Chapter 2 for TDY travel.

Table 6-23. Per Diem for a Civilian Employee or Dependent while Traveling to and from a Safe Haven			
Dependent’s Age	Per Diem		
12 Years or Older	The same per diem as a civilian employee on a TDY.		
Under 12 Years	An amount limited to one half of what a civilian employee traveling on a TDY receives.		
Computation Examples			
Example 1	Example 2	Example 3	Example 4

060402. Subsistence Expense Allowance or Per Diem

A. Evacuation in a Foreign Location. The allowances in the DSSR, Chapter 600, apply when the evacuation is from a location OCONUS. The DSSR defines the subsistence expense allowance as the daily amount payable to assist in off-setting the cost of lodging, meals, and incidentals for evacuated civilian employees and their dependents. The subsistence expense allowance is computed differently, depending upon the type of lodging used, family composition, and certain formulas provided in the DSSR. For special family compositions not addressed by the DSSR, Chapter 600, submit requests for computational guidance through the appropriate CAP member to the Director, Office of Allowances, ATTN: (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.

B. Evacuation in the CONUS or a Non-Foreign Location OCONUS. The allowances in 5 CFR §§ 550.401 through 550.409 apply when the evacuation is from a location in the CONUS or non-foreign location OCONUS. When the CFR §§ 550.401 through 550.409 cites TDY allowances, or refers to the FTR, the rules in the Chapter 2 apply. The amount reimbursed for lodging is the actual lodging cost incurred by the dependent family, up to the maximum available to each dependent at that safe haven.

060403. Shipment of HHG

A. HHG Shipment to Safe Haven. The shipment of HHG is authorized under the provisions of Title 5 U.S.C., Section 5727 when the evacuation is from a location in the CONUS or a non-foreign location OCONUS. Shipment may be authorized from the civilian employee’s PDS to a safe haven pending a determination as to whether the civilian employee or dependent will:

1. Return to the PDS from which evacuated.

2. Transfer or be reassignment to another PDS.
3. Return to his or her actual residence when a civilian employee is serving a prescribed tour for duty at a location OCONUS under a service agreement.

B. HHG Shipment to Next PDS or Actual Residence. If it is known at the time of the evacuation, or later determined, that the civilian employee or dependents are not to return to the evacuated PDS, transportation for the civilian employee or dependent and HHG may be authorized from the PDS or safe haven to the civilian employee's next PDS, or actual residence if there is no PCS for a civilian employee serving at a PDS OCONUS under a service agreement.

060404. Subsistence Expense Allowance Rules During Annual Leave, Sick Leave, Home Leave, and Leave Without Pay—Evacuation OCONUS

A. Eligibility. A DoD civilian employee away from the PDS OCONUS on annual leave, sick leave, home leave, or leave without pay when an evacuation is authorized should immediately contact the PDS for instructions. The civilian employee then returns to the PDS or receives authority to report to the safe haven or a TDY location. Dependents may be eligible for a subsistence expense allowance on the day after arrival at the authorized safe haven if the civilian employee has already started official travel to the PDS, TDY location, or safe haven.

B. Allowances. The civilian employee and dependents are authorized travel and transportation allowances if instructed to go to a safe haven. If the civilian employee is away on personal business when an evacuation is authorized, the cost of transportation to the safe haven is limited to what it would cost if traveling from the evacuated PDS to the safe haven. Upon arrival at the safe haven, payments of a subsistence expense allowance are authorized as specified in the DSSR, Chapter 600. A subsistence expense allowance is not paid to any evacuee authorized to receive per diem.

060405. Emergency POV Storage Due to an Evacuation OCONUS

A. Eligibility. If the civilian employee or the employee's dependent must evacuate the PDS OCONUS, emergency storage of one POV may be authorized if one of the following applies:

1. The POV was transported, or authorized to have been transported, at Government expense to the PDS.
2. The civilian employee or the employee's immediate family member drove the POV to the PDS and the POV use was in the Government's interest.

B. Allowances

1. POV storage may be at a place determined to be reasonable by the DoD Component concerned, whether the POV is already located at, or being transported to, the PDS.
2. Expenses allowed for emergency storage of a civilian employee's POV include:
 - a. Actual POV storage expenses.
 - b. Readying the POV for storage and then for return to the traveler after the emergency has ended.

- c. Local transportation expenses to and from storage.
- d. Other necessary expenses relating to POV storage and transportation.

3. The cost of insurance carried on the POV while it is in storage is the civilian employee's financial responsibility.

C. Advance of Funds. An advance for transportation and emergency storage of a POV may be paid limited to the estimated expenses amount authorized for that purpose.

060406. POV Shipment

A POV may be shipped at Government expense under the rules in Chapter 5 if the proper authority determines that the civilian employee cannot return to the evacuated PDS. The civilian employee must be given a PCS order to a new PDS or returned to the actual residence following separation from the PDS OCONUS if employed under a service agreement. There is no other authority to ship a POV in connection with an evacuation.

060407. Pet Transportation and Quarantine –Evacuation from Foreign PDS

A. Eligibility. A civilian employee is authorized transportation and quarantine fees for up to two household pets (defined as a cat or dog) to or from a safe haven or designated place if he or she currently owns them at the evacuated foreign PDS.

B. Allowances. If the civilian employee transports the pets at personal expense, then reimbursement is limited to the constructed cost that the Government would have incurred if it had transported the pets. A civilian employee traveling on a separation order is not authorized reimbursement for pet transportation or quarantine fees. No authority exists to reimburse expenses associated with transporting a pet, including its quarantine, for an evacuation in the CONUS or a non-foreign location OCONUS.

060408. Subsistence Expense at the PDS When Home is Uninhabitable

A. Eligibility. A civilian employee who is required to work at the PDS whose home is uninhabitable in connection with the evacuation may be eligible for allowances.

B. Allowances

1. A civilian employee is authorized special allowance for subsistence expenses under 5 CFR § 550.405(b) when he or she returns to the PDS to work. A dependent who is not allowed to return to the PDS and remains at the safe haven receives safe haven allowances while the civilian employee was required to work at the PDS.

2. A dependent who returns to the PDS with the civilian employee and whose home is uninhabitable in connection with the evacuation may be authorized special allowances under 5 CFR 550.405(b) rather than returning to the uninhabitable home. Additional guidance is available in OPM's "[Handbook On Pay and Leave Benefits For Federal Employees Affected By Severe Weather Emergencies or Other Emergency Situations](#)" and the OPM e-mail, "Employee & Dependents Return to PDS But their Residence Uninhabitable," November, 17, 2005.

060409. POV and Local Transportation – CONUS or Non-foreign OCONUS Evacuation

There is no authority to reimburse POV shipment or local travel at the safe haven incurred during an evacuation from CONUS or a non-foreign location OCONUS:

060410. Limited Evacuations

A. Eligibility. A civilian employee or his or her dependent residing at or in the vicinity of the PDS in a CONUS or a non-foreign OCONUS location is eligible for evacuation allowances when the appropriate official in par. 060101 orders or authorizes the limited evacuation.

B. Allowances

1. Transportation is for one round trip from the civilian employee's evacuated residence to the nearest available accommodation, which may be Government quarters, and return. When a POV is the transportation mode used, mileage is paid at the TDY mileage rate to the POV operator. There is no transportation reimbursement for a passenger in a POV.

2. Per diem is as specified in par. 060407 while at the safe haven location. [See Computation Example.](#)

060411. Allowances when an Evacuation is Canceled

Refer to the DSSR, Chapter 600, and 5 CFR §§ 550-406 and 550-407 for allowances and conditions for a civilian employee's dependent to return to the PDS when an evacuation is canceled.

060412. Family Visitation Travel (FVT) during an Evacuation

A. Eligibility

1. A civilian employee who is a U.S. citizen assigned to a foreign PDS OCONUS for a tour of duty that lasts more than 1 year may be eligible for FVT if he or she (10 U.S.C. § 1599b and 22 U.S.C. § 4081):

a. Has a service agreement that provides for return transportation at Government expense to his or her actual residence.

b. Has an *immediate* family member who was evacuated from his or her foreign PDS.

Table 6-24. Travel for FVT (Authorized or Approved by the AO)	
Authorization	Limitation of EVT Visit
<ul style="list-style-type: none"> A civilian employee may be authorized FVT to travel at Government expense to a location in the CONUS, a non-foreign location OCONUS, or another location to visit <i>immediate</i> family members who were evacuated from the civilian employee's foreign PDS. If FVT is used for any other purpose, the civilian employee must repay any funds the Government has already paid and expenses the Government has already incurred for the FVT. 	<ul style="list-style-type: none"> Two round trips to the CONUS or non-foreign location OCONUS during a 1-year period. More than two visits in a year to a foreign location must first be authorized.

2. A civilian employee may request an exception to the time requirements specified in Table 6-25 for FVT to a foreign location through the Secretarial Process. Valid reasons must consider workload and scheduling.

Table 6-25. Time Requirements for FVT Eligibility		
Limitation	FVT Destination	
	CONUS/Non-Foreign Location OCONUS	Foreign Location
Minimum Time at Current PDS	Minimum of 3 months after the family members complete either of the following: <ul style="list-style-type: none"> • Evacuation from the foreign PDS. • Return to the CONUS or non-foreign location OCONUS after being located at a safe haven in a foreign country. 	After the family members have been evacuated for 4 weeks.
Intervals between FVT Trips	Minimum of 3 months.	Minimum of 4 weeks.
Scheduled Time Left at Current PDS	FVT trips are not permitted within the final 3 months before the civilian employee's scheduled transfer, departure on renewal agreement travel (RAT), or voluntary separation.	FVT trips are not permitted within the final 4 weeks before the civilian employee completes the OCONUS tour of duty, transfers to a new PDS, departs on RAT, or voluntarily separates.

B. Allowances. FVT is a discretionary allowance and is not authorized for travel within the country of assignment. To the maximum extent possible, FVT must be combined with official required travel.

1. Transportation. The AO determines the authorized transportation mode. The provisions for transportation specified in Chapter 2 apply to FVT. Reimbursement for transportation is limited to the policy-constructed airfare between authorized locations.

a. If a POV is used, the mileage reimbursement is based on the "other mileage rate" specified in Chapter 2.

b. Indirect routing is allowed only when official duties must be performed en route or when it is to the Government's advantage to purchase a ticket in foreign currency at an intermediate point.

c. Excess and near excess foreign currencies must be used to the maximum extent feasible.

2. Miscellaneous Reimbursable Expenses. When travel is by commercial air, rail, or bus, the total transportation reimbursement is for the actual expenses incurred, limited to the Government-procured transportation cost between authorized locations. When travel is by POV, mileage is paid at the TDY mileage rate instead of actual expense, and is limited to the Government-procured transportation cost between authorized locations. Table 6-26 lists the reimbursable expenses authorized and not authorized during FVT. Reimbursable transportation costs include the actual ticket cost and those identified in Table 6-26 when not included as part of the ticket cost.

Table 6-26. Reimbursable Expenses for FVT	
Reimbursable Transportation-Related Expenses when not Included as Part of the Ticket Cost	Allowances and Reimbursements not Authorized
<ul style="list-style-type: none"> • Travel Management Company fees. • Charges for the first checked bag up to the carrier's standard checked baggage allowance. • Arrival or departure taxes or fees. • Currency conversion fees for allowable transportation costs. • Ground transportation between interim airports. 	<ul style="list-style-type: none"> • Per diem or meal tickets. • Excess accompanied baggage. • Unaccompanied baggage. • Ground transportation from the permanent duty station (PDS), home, or destination to the airport and return. • Terminal parking fees.

3. FVT is to a CONUS or non-foreign location OCONUS

- a. No more than two round trips to the CONUS or non-foreign location OCONUS may be authorized during a single year.
- b. For FVT purposes, a year starts on the evacuation date of the civilian employee's family or the date of return to the PDS OCONUS from RAT.
- c. The total cost of visitation travel during a 1-year period may not exceed the cost of two economy or coach class round trips to the family's residence.
- d. One FVT may be permitted for each full six-month period of service at an evacuated PDS OCONUS.
- e. A civilian employee's absence from the PDS for FVT is limited to a total of 48 calendar days in 1 year, including travel time, but excluding days on duty or in an official travel status. An FVT visit should not exceed 24 calendar days, including travel time.
- f. A civilian employee is expected to spend a minimum of 7 days per visit in the CONUS or non-foreign location OCONUS.

4. FVT is to a Foreign Location

- a. More than two visits to family members who are at a foreign location may be allowed during a 1-year period provided that:
 - (1) The trips' cost does not exceed the cost of two economy or coach-class round trips to the civilian employee's actual residence.
 - (2) The cost of each economy or coach-class round trip does not exceed the policy-constructed cost of a round trip to the civilian employee's actual residence. The policy-constructed cost is calculated at the time the first trip is taken and applied to subsequent trips.
- b. A civilian employee's absence from the PDS may not exceed:
 - (1) A total of 48 calendar days in 1 year. This includes travel time, but does not include days on duty or in an official travel status.

(2) Forty-eight calendar days divided by the fractional part of 1 year to ensure the number of days FVT is taken does not exceed the portion of the calendar year during which the benefit has accumulated.

C. Funding. The civilian employee's command funds the FVT and reimburses the authorized expenses. The civilian employee is financially liable for any expenditure not authorized or approved. Directions on how and when to charge leave related to FVT are in DoD Instruction (DoDI) 1400.25, Vol. 630, "DoD Civilian Personnel Management System: Leave," and DoDI 1400.25, Vol. 1260, "DoD Civilian Personnel Management System: Home Leave," both dated March 19, 2015, and incorporating Change 2, effective May 8, 2015.